



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20463

RQ-2

JUN 10 1998

Lawrence P. Novak, Treasurer  
Massachusetts Republican Party  
21 Milk Street, 4th Floor  
Boston, MA 02109

Identification Number: C00042622

Reference: April Quarterly Report (1/1/98-3/31/98)

Dear Mr. Novak:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. The review raised questions concerning certain information contained in the report(s). An itemization follows:

-On Schedule H2, you disclose the ratios for 1997 Renewals, 1997 Membership, and 1998 Renewals to be revised; however, it appears that these activities/events were not previously reported. Please amend your report to clarify these discrepancies. 11 CFR §104.10(a)(1)

-Itemized disbursements must include a brief statement or description of why the disbursements were made. Please amend Schedule H4 of your report to clarify the following description(s): Monthly service, expense reimbursement, 1/26/98 MRSC meeting, 97500875, and Monthly expenses. For further guidance regarding acceptable purposes of disbursements, please refer to 11 CFR §104.3(b)(3).

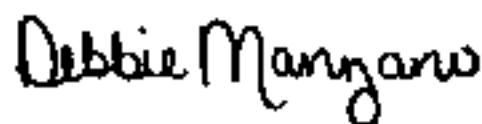
-On Schedule H4 supporting Line 21(a) of the Detailed Summary Page, you have failed to include the purpose for several joint expenditures to various vendors. Note that the unique identifying code for an event is not considered an adequate description of purpose. Please amend your report to include this missing information.

-Your report includes computer produced formats of Schedules A, B, H1, H2, H3, and H4. Computer produced formats may only be used upon prior

approval of the Commission. You should submit a separate sample format with a cover letter requesting approval. Until your format has been approved, FEC forms must be used. 11 CFR §104.2(d)

A written response or an amendment to your original report(s) correcting the above problem(s) should be filed with the Federal Election Commission within fifteen (15) days of the date of this letter. If you need assistance, please feel free to contact me on our toll-free number, (800) 424-9530. My local number is (202) 694-1130.

Sincerely,

A handwritten signature in black ink that reads "Debbie Manzano". The script is cursive and fluid, with the first letters of each word being capitalized and prominent.

Debbie Manzano  
Senior Reports Analyst  
Reports Analysis Division

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